



**Town of Plaistow
Public Safety Complex
Building Committee**
27 Elm Street, Plaistow, NH 03865



PUBLIC SAFETY COMPLEX BUILDING COMMITTEE MINUTES

MEETING DATE: Friday, March 28, 2014 @ 9:30 a.m.

PRESENT: Chief Stephen Savage, *Chairman*; Chief John McArdle, *Vice-Chairman*; Sean Fitzgerald, *Town Manager*; Dan Poliquin, *Selectmen Representative*; Michael Dorman, *Building Inspector*; Lt. William Baldwin, *Emergency Management*; William Query, *Citizens Representative*; and Joan Marsilia, *Master Patrol Officer*-(arrived at 9:45 am)

EXCUSED: None

ABSENT: None.

MEETING CALLED TO ORDER: 9:30 a.m.

PUBLIC COMMENT: No public present.

MINUTES: Motion by W. Query to accept the February 28, 2014 minutes, seconded by Chief McArdle. All in favor but J. Marsilia and D. Heffernan who abstained. – Minutes Approved.

COMMENTS:

Chief Savage passed around photos of Hampton PD taken by W. Baldwin during a recent visit.

S. Fitzgerald questions the age of the facility. W. Baldwin indicates it was built in 2008 and the 2 biggest mistakes they said they made when building were the HVAC and mechanical rooms. S. Fitzgerald questions what type of system they use. W. Baldwin states hot air.

W. Baldwin briefly speaks about the facility, special requirements needed, and the phases Hampton PD went through to build the facility.

S. Fitzgerald questions how the flow of the facility was compared to other departments visited. W. Baldwin believes its set up is better than Somersworth. Continues to speak about how the rooms were situated including booking, the dispatch center, and holding cells. S. Fitzgerald inquires if employees had any comments about the facility. W. Baldwin explains how employees feel the weight room is too small and that the locker rooms should have had entrances into the weight room. Also mentions the windows in dispatch and the high ceilings.

S. Fitzgerald comments about the energy deficiencies in rooms with high ceilings. Chief Savage believes natural light is beneficial for employees and S. Fitzgerald briefly mentions the positive effects it has.

W. Baldwin goes on to speak about the bullet proof glass installed and the public restrooms and interview rooms in the lobby. Mentions how they stressed to him not to cut corners with the HVAC.

Chief McArdle questions if they went “green” with any of the structure. W. Baldwin mentions the high costs Hampton has regarding their lights. Chief Savage indicates that Kaestle-Boos Associates was the firm that designed the Hampton PD. W. Baldwin comments that drop ceilings are no longer used in police facilities due to safety issues. Also briefly mentions how he would have set up the training room differently than they did.

D. Poliquin questions the size of the facility. W. Baldwin believes it is about 28,000 square feet with about 30 employees, not including seasonal summer staff.

S. Fitzgerald explains how the Town has \$25,000 set aside for the firm who is awarded the RFQ, which will help scope the work and look at cost effective ideas. Stresses the need to be careful on strategizing, spending funds, and the need to know what we want before working with an architect.

W. Baldwin suggests updating the Space Needs Study. S. Fitzgerald agrees but expresses how the Town already spent funds on one. Chief Savage mentions that the 2003 Space Needs Study only focuses on the existing building without a stand-alone.

S. Fitzgerald agrees the current Space Needs Study is outdated and suggests having a new one completed when they request a bond. W. Baldwin disagrees and explains how it needs to be completed before bond.

D. Poliquin mentions the existing Space Needs Study and how the architect firms should be able to utilize it. Speaks about the limited amount of funding available and when the build goes to Town vote it will be with the costs of the facility, not actual design of the building.

S. Fitzgerald explains how the taxpayers have already paid approximately \$90,000 so far and the Town should be using existing sources they have.

D. Poliquin would like to go to the voters in 2015. Chief McArdle mentions that when the Space Needs Study was completed in 2003, everyone had different opinions of an outcome but the study was for the current complex and not a stand-alone.

W. Query believes the selling point will be a drawing of the end result the Town is seeking for the residents to view in order to give them a visual of what they are voting on.

S. Fitzgerald briefly speaks about preliminary designs and how they will give a rough estimate of the costs to build. Chief McArdle mentions how since the Space Needs Study was created, the Committee has developed a list of items the facility will need. D. Heffernan questions if the Town has data on residential growth.

AGENDA:

New Business: Discuss the Request for Qualifications and Pre-Proposal meeting held on March 25th.

Chief Savage speaks about the RFQ and will provide everyone a copy. Mentions 11 firms attended the pre-proposal meeting and that the deadline for submittal is April 11th. After April 11th, the Committee will review the proposals and come up with a short list of firms to select from. Stresses the importance of the selected firm understanding the national accreditation.

S. Fitzgerald would like to create a score sheet for the Committee to use when reviewing the proposals and would like to present the top two firms to the Board of Selectmen.

D. Heffernan questions if they will be meeting with all the firms. S. Fitzgerald would like to reduce the list down to three to interview and review projects they have completed. D. Heffernan questions if the Board of Selectmen will be involved in this process. D. Poliquin explains that the Board will receive a recommendation from the Committee and briefly explains the Town Manager's ability to enter into the contract without the Board. However, the Board appreciates being kept informed. Further explains how he's the Board Liaison to the Committee and how he reports back to the Board on how the project is progressing forward.

S. Fitzgerald comments about close votes in Warrant Articles. D. Poliquin believes it is a good time to put a Warrant Article out on the facility and how the Board of Selectmen are all on board with the project.

W. Query mentions how the Town needs to make sure they include the refurbishing of the fire department in the drawings for residents to view. S. Fitzgerald requests Chief McArdle to tour fire departments who have had renovations and report back to him in the next 30 days.

Old Business: Continue discussion of bonding of facility and time tables.

Chief Savage placed this matter on hold as it's too early to discuss.

COMMENTS:

S. Fitzgerald suggests the Committee meet more frequently. D. Heffernan requests that meetings be moved from 9:30 a.m. to 8:30 a.m. General consensus agreed to move meetings to 8:30 a.m.

ADJOURNMENT: Chief McArdle motions to adjourn, seconded by J. Marsilia. All in favor-none opposed. Meeting adjourned at 10:30 am.

NEXT MEETING DATE – To be determined.

Respectfully submitted,
Sarah E. Gibbs
Recording Secretary